



Town of Hampden

Planning Board

Tuesday, May 18, 2021, 7:00 pm

Municipal Building Council Chambers

Minutes

This meeting was held via remote means (Google Meet) due to the Covid-19 Pandemic, in accordance with SP0789 / D2167, An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency.

In Attendance:

Planning Board

Kelley Wiltbank, Chair
Richard Tinsman, Vice Chair
Brent Wells
Gene Weldon
Benjamin Dunham, Alternate
Jake Armstrong
Jennifer Austin

Staff

Sarah DelGizzo, Contract Planner
Clifton Iler, Planner
Wanda Libbey, Recording Clerk
Paula Scott, Town Manager

Public

Ted Porter
Phil Cormier
Kent Hart
Rebecca Hart

The meeting was called to order at 7:00 pm. Chair Wiltbank explained that this meeting is being held remotely, with himself, Benjamin Dunham, Jake Armstrong and Gene Weldon in the Council Chambers and everyone else via Google Meet, in accordance with the guidelines for the pandemic. He took attendance by roll call; all members listed above participating with both audio and video. It was established that all board members were able to hear and speak to all the other members. All staff and public participants could likewise hear and speak to all other participants.

1. Administrative

- a. Minutes – April 14, 2021, regular meeting

Motion by Member Tinsman to approve the amendments to the minutes of April 14, 2021, regular meeting, second by Member Weldon; motion carried 7/0/0 by roll call vote.

2. New Business

- a. Kent P. & Rebecca S. Hart – for a Preliminary Subdivision Plan for a 4 lot Minor Subdivision on the Canaan Rd, Parcel 05-0-029-A, B, C & D. This property is in the Rural district.

Contract Planner Sarah DelGizzo explained that this is a preliminary plan application for a 4-lot minor subdivision on the Canaan Road. This subdivision was created over the course of 2001 and 2002. The applicant wrote a letter explaining (see attached applicant letter Exhibit A) that they were unaware they needed to come to Planning Board before creating the 4-lots. The 4-lots have been sold and built out to include three single-family homes and one two-family home. All 4-lots have a building permit and subsurface wastewater application on file with the Town of Hampden. All 4-lots comply with the Town of Hampden Dimensional Standards found in the Zoning Ordinance for minimum lot size and minimum road frontage.

Questions/Concerns/Discussion

Kelley Wiltbank Chair made the determination prior to the meeting that there would not be a need to hold a public hearing as the abutters were already aware of this project. All the criteria have been satisfied that we would require for any other subdivision, and it has been in existence for several years; the question before the board is can the board retro actively approve a subdivision?

Contract Planner DelGizzo stated that the board does have the authority to decide for this application so that it can be recorded with the Town and the Registry of Deeds.

Member Weldon asked if the four owners of the properties in question were aware that Kent and Rebecca Hart were in front of the Planning Board tonight? Kent Hart stated that the four property owners were aware that they were here and why.

Motion: by Member Tinsman that, based on the submission, to classify the subdivision as a minor subdivision; seconded by member Weldon; motion carried 7/0/0.

Motion: by Member Weldon to approve the preliminary plan as a final plan and waive the public hearing requirement; seconded by member Tinsman; motion carried 7/0/0.

- b. Public Hearing to consider proposed amendments to section 7.1.5 and 7.1.6 of the E911 Addressing Ordinance.

Chair Wiltbank opened the public hearing at 7:16 pm. There was no one to speak for or against the proposed amendments via Google Meet or in the Council Chambers. Contract Planner Sarah DelGizzo read aloud the proposed amendments to Article 7. Chair Wiltbank closed the public hearing at 7:26 pm.

The following is a summary of the proposed amendments to the Hampden E911 Addressing Ordinance along with the Planning Board's action on each one:

- 1) §7.1.5 Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy ~~i.e. duplexes will have two separate~~

~~numbers; apartments will have one road number with an apartment number, such as 235 Maple Road, Apt. 2.~~

Member Weldon asked that a correction be made period be placed after the word occupancy.

- 2) §7.1.6.1 When numbering multiple multi-family buildings on the same parcel, one street number will be assigned to the project then each building will have numbers corresponding to the building (ex: building one will contain units 10-19, building two will contain units 20-29, etc). Each building shall be clearly marked with its corresponding building number and said mark shall be clearly visible upon approach from the project's entrance.
- 3) §7.1.7 Parcels containing a single duplex building shall receive a single duplex building shall receive a single street number and each unit shall assigned a unit number. For example: 361 Smith Street, Unit 2.

Member Weldon asked that a correction be made to include the word "be" between the words shall and assigned.

- 4) §7.1.8 Residential backlots containing separate primary structures shall be numbered sequentially from the road or way providing frontage. For example: 541 Main Road with 543 Main Road as a backlot.
- 5) §7.1.9 Numbering on private roads shall be the same as numbering on public roads so long as the private road is recorded at the Penobscot County Registry of Deeds.

Member Austin asked if these changes would require any renumbering? Contract Planner DelGizzo explained that this would be a question for Code Enforcement Officer, Ryan Carey, but her assumption would that this would apply to numbering going forward only.

Motion: by member Weldon moved to forward the E911 Addressing Ordinance on to Town Council with an opt to pass considering the two amendments made to the draft; second by Member Dunham; motion carried 7/0/0 by roll call vote.

3. Staff Report

Sarah DelGizzon explained to the board that she and Clifton would be involved in reviews and other Planning Board business through June 9th and possibly further.

4. Planning Board Comment

Member Armstrong announced that he would like to step back as an Alternate Planning Board Member when current alternate member Dunham feels he is ready to become a full-time Planning Board Member.

Board members thanked Sarah for her assistance through the transition of Karen Cullen retiring and the hiring of our new Planner Clifton Iler.

Chair Wiltbank suggested that each month Clifton update the board on current projects that the board has approved and where they stand.

5. Adjournment

Motion by Member Weldon moved to adjourn the meeting at 7:31 pm, seconded by Member Dunham; motion carried by roll call vote 7/0/0.

Respectfully submitted by Wanda Libbey,
Administrative Asst.